

**CHAPTER 2: BOARD OF TRUSTEES
ADMINISTRATIVE PROCEDURE NO. 2345**

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: Public Participation at Board Meetings

Adoption Date: October 7, 2008

Revision Date: April 10, 2012; March 22, 2016

Responsible Area: Superintendent/President

Responsible Office: President's Office

Policy Reference: Education Code 72121.5;
Government Code Section 54954.2;
Brown Act Amendments, 1994

- I. The open forum is designed to provide those who wish to speak on a specific topic directly related to Community Colleges to formally address the Board of Trustees.
 - A. Persons representing an organization or group should submit a written request to the President/Superintendent prior to the meeting at which the requested presentation is to be made.
 - B. The request should include the name and address of the person requesting to speak, the name of the organization or group represented, if any, and a statement of the subject to be presented.
 - C. Five minutes will be allotted to each speaker and twenty minutes to each subject matter, unless the time is expanded by the President of the Board of Trustees.
 - D. Individuals wishing to address the Board may also attend a Board meeting, complete the Open Forum form and submit it to the secretary. The same time frames will apply as stated in Item C.

- II. Addressing the Board regarding items on a published Board agenda:
 - A. If community members wish to address the Board on a topic under discussion, they will seek recognition by the President of the Board of Trustees.
 - B. The President of the Board reserves the right to limit discussion on any topic before them.